

**SECRET**

ODS 67-2297

1 MAY 1967

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Space Requirements - Central Processing Branch

1. This memorandum submits a recommendation for your approval. This recommendation is contained in paragraph 4.

2. In 1966 when the Personal Property Section, then in the Passenger Movement Branch in the central Office of Logistics, transferred to the Office of Personnel and became a part of our Central Processing Branch (CPB), it was felt that some personnel savings might be accomplished from the merger. Unfortunately, at the time of the transfer there was no room then in the area occupied by the CPB for the new Personal Property Section. Unsuccessful in our request that adjoining space occupied by the Office of Medical Services be made available, we have operated with the Personal Property Section located away from the rest of CPB.

3. A smoother and more efficient performance of the travel function in the CPB could be achieved if some space could be found—either by complete relocation of this Branch or by expansion in the present area—to permit the complete integration of the Personal Property Section in the CPB. As some time has passed since our last request, it is our hope that changing circumstances now make it possible to acquire this space.

4. It is recommended that additional space be made available to the Central Processing Branch for the Personal Property Section.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

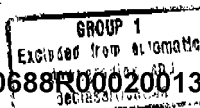
The recommendation in paragraph 4 is approved.

**SIGNED**\_\_\_\_\_  
for Deputy Director  
for Support

8 MAY 1967

\_\_\_\_\_  
Date

Central Processing is to have the space we looked at the other day.  
Chief, LSD/OL will handle. D/GMS has been informed, W.

**SECRET**

**Director of Personnel**  
**Room 5 E 56**  
**Headquarters**

**6825**

**Director of Legislation**  
**1 C 47, Quarters Eye**

**Deputy Director for Support**  
**7 D 26, Headquarters**

1 & 2. The attached paper states the need for space to accommodate an additional six individuals. One possible solution may be to use part of the Office of Medical Services area, specifically part of room 1 B 05, which is adjacent to Central Processing Branch and separated by a temporary partition. I understand that this area is very seldom fully occupied.

**Kenneth D. Echols**

7 May 1965

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Transfer of Personal Property Section of the Passenger Movement Branch, Office of Logistics, to the Central Processing Branch, Office of Personnel**

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. The Director of Logistics has proposed in attachment A the following alternative transfers of functions:

a. "Transfer of the Personal Property Section of FMB comprising six positions and incumbents together with the functions and responsibilities relating to shipment and storage of personnel effects to CPB. The OL would continue to assist by providing (1) SL carriers for those positions requiring Transportation Technicians; (2) Transportation Staff advice and assistance as requested. Any personnel savings to be achieved thereafter would be dependent upon your desires and directed organization."

b. "Transfer of the CPB positions, functions and responsibilities to the OL. It is anticipated that this merger would, in time, produce a personnel saving of four positions related to transportation activities."

3. We are ready to accept proposal 2a on the condition that suitable space will be available in Headquarters contiguous to Central Processing Branch to accommodate the six incumbents of the Personal Property Section.

4. Although we believe that the merger of the Personal Property Section of the Passenger Movement Branch into the Central Processing Branch can result in a savings of positions and ceiling, we cannot make an estimate until the merger has taken place. If you approve of this

consolidation. I propose that we advise you by 31 December 1965 whether a reduction in man-power is practical with respect to the transportation function within the Central Processing Branch.

5. Therefore, if space can be made available in Headquarters to accommodate six additional individuals contiguous to the Central Processing Branch, we recommend your approval of the transfer of the Personnel Property Section function, positions, and incumbents to this Office.

Emmett D. Echols  
Director of Personnel

Concur:

Alan M. Warfield  
Director of Logistics

The recommendation in paragraph 5 is approved:

L. K. White  
Deputy Director  
for Support

**Distribution:**

- 0 & 1 - Return to D/Pers
- 2 - DD/S
- 1 - D/Log
- 1 - C/CPB
- 1 - C/BSD (withhold)
- 1 - DC/BSD Chrono

OP/BSD/ [REDACTED] (as (6 May 1965)

25X1A

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT :** Transfer of Personal Property Section of the Passenger Movement Branch, Office of Logistics to the Central Processing Branch, Office of Personnel

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. The Director of Logistics has proposed in attachment A that

GIB

a. "Transfer of the Personal Property Section of PMB comprising six positions and incumbents together with the functions and responsibilities relating to shipment and storage of personnel effects to CPB. The OL would continue to assist by providing (1) SL careerists for those positions requiring Transportation Technicians; (2) Transportation Staff advice and assistance as requested. Any personnel savings to be achieved thereafter would be dependent upon your desires and directed organization."

b. "Transfer of the CPB positions, functions and responsibilities to the OL. It is anticipated that this merger would, in time, produce a personnel saving of four positions related to transportation activities."

3. We are ready to accept proposal 2a on the condition that available space will be available in Headquarters contiguous to Central Processing Branch to accommodate the six incumbents of the Personal Property Section.

4. Although we believe that the merger of the Personal Property Section of the Passenger Movement Branch into the Central Processing Branch can result in a savings of positions and ceiling, we cannot make an estimate until the merger has taken place. If you approve of this

Release 2001/05/03 : CIA-RDP84-00688R000200130014-6

TO:		DATE
C/ BSD		1 MAR 1967
ROOM NO.	BUILDING	
5E47	HQ	
REMARKS:		
FROM: Director of Personnel		
ROOM NO.	BUILDING	EXTENSION
5E56	HQ	6825

Release 2001/05/03 : CIA-RDP84-00688R000200130014-6

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

GPO : 1957-O-439445

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